Minutes
LAC Meeting
March 11, 2014


Absent: Steve Knowlton

Guests: Cody Behles, Brigitte Billeaudeaux, Lauren Hackert, Ellen Watson

1. **Badging As A Potential Complimentary System to Evaluation Processes** – Cody Behles
   A digital badging system for employee awards was discussed by council members. This would provide a way for colleagues and library users to recognize a job well done. Badges designating awards, certifications, recognition, and training could be produced digitally and sent to employees through their email. This system would complement internal annual reviews for employees by documenting and measuring employees’ accomplishments. There was consensus that we should give this a try and see how it works. Anyone interested in participating in the pilot should contact Cody Behles, X4558, cbeholes@memphis.edu.

2. **Staff Innovation Day** – Brigitte Billeaudeaux
   LSSA has suggested the creation of Staff Innovation Day. The University Libraries will sponsor the first innovation day on April 17, 2014. Library staff will have the opportunity to show what they do inside and outside of the library. Displays highlighting community involvement, scholarly and creative works, hobbies, sports involvement and art will be on display in the rotunda from 8 am – 6 pm. Contact Brigitte Billeaudeaux, X1690, for more information. Reservations for displays should be made by March 31. Displays should be submitted to Bambi Lange, X5125, by April 16, 2014. If this year is successful the intention is to continue Staff Innovation Day and extend the invitation to participate to staff across campus.

3. **Responses to ClimateQual Outcomes** – S. Ford
   Department Heads were asked to think about the responses to the ClimateQual report and to talk about how their department is going to respond to the items that directly relate to them.

   **Bess Robinson – Research and Instructional Services**
   - We will be more mindful of giving smaller incentives and consistently communicating accolades in writing.
   - We will do a We better job of thinking “libraries wide” rather than departmentally.
• We like the ideas of:
  ▪ An external assessment of the work place environment especially for remote storage.
  ▪ Committee participation being voluntary.
  ▪ A skills survey of library employees should be done.
  ▪ Supervisors should attend training sessions.
  ▪ Evaluations should require comments only for ratings below 3 and for a 5.
  ▪ We should work on eliminating the dress code.

Shelia Gaines – Circulation Department
• We will do monthly meetings more consistently.
• We would like to discuss highlights of LAC meetings at departmental meetings before the LAC minutes are sent out.
• We are working on updating job descriptions.

Ed Frank - Preservation and Special Collections
• Updating the position descriptions is the most critical for our department.

Elizabeth McDonald – Cataloging
• We are working on having more departmental meetings and more small incentives.
• We will work on LAC highlight reports.
• We are still updating position descriptions.

John Evans – Library Information Systems
• We are working on an online bulletin board. I will be discussing this at the next LAC meeting.

Anna Neal – Branches
• We would like to have better communication with other departments.
• We would like to be involved more in decision making.
• We would like to have more cross training between departments.

Sylverna Ford – Administration
• We commit to getting agendas and minutes for LAC distributed in a timely manner.
• Staff in Administration are available to assist with the rewriting of position descriptions.

4. Strategic Plan Departmental Report Cataloging – Elizabeth McDonald
The PowerPoint presentation for the Cataloging department’s responses to the Strategic Plan is attached to the minutes.
5. **Fall GA Assignments – S. Ford/Nancy Massey**
   Currently there are 8 Graduate Assistants throughout the University Libraries. If a GA in your department is graduating this May or August, you need to think about whether or not you are interested in retaining this GA Position. If you wish to retain the position, you will need to make sure that the position description is updated and posted. July 1, is the deadline for paperwork on new GAs. If your current GA is returning in the Fall, paperwork can be submitted as early as April 1. You need to designate on the paperwork that your GA is working on a Master’s or Doctoral degree. If you no longer need the GA position that is assigned to your area, let Nancy Massey, X4484, know as soon as possible so the position can be reassigned. If you have a need for a GA position and don’t currently have one, you should draft a position description and discuss your need with Dean Ford.

6. **Library Banner – A New Draft – S. Ford**
   The council discussed the newest rendition of the library banner. This rendition includes the shape of the compass from the floor in the rotunda, a slanted key, and a globe circled by binary code. Suggestions from council members will be sent to marketing for a final rendition.

7. **Additional Agenda Items**
   - **The Confucius Institute – S. Ford**
     The Confucius institute at the University of Memphis will be receiving multiple sets of equipment including flat screen TVs, smart boards, and electronic white boards. Dr. Kung, Director, has committed to giving the library at least 3 sets of this equipment. The equipment will be placed in the 3rd floor employee lounge, in the public areas of the library for student use, and in areas of the library for instructional use. If there are other suggestions for placement submit ideas to the Administration Office.

8. **Announcements**
   **James Singleton**
   We are having some trouble with the back doors to the library closing due to positive pressure in the building. Physical Plant is working on this and the temperature in the library.

   **Shanika Jones**
   If you are hosting a webinar you will need to fill out the evaluation form on the library’s web site and return it to me.

   **Jennifer Schnabel**
   “Inspiring Women of the 1960’s” an event honoring Women’s History Month will be held in the rotunda on Tuesday, March 18, from 11:30 – 1:00 pm.

   **John Evans**
   - The web redesign process is continuing and we are getting great support from the University’s web team.
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- We are in the process of beginning the migration to the next version of the Encore software. This will be a two-step process. The server must be moved from Henryville, California to Jones Hall and then the migration on the existing software can begin.
- We are moving our network storage known as Corrina. All of the network shares you now use will be on a different server. Please have your staff review their directories and delete old or unneeded files.

Meeting Adjourned: 9:47 am
Minutes Finalized: 3/19/14
Cataloging Department and the Strategic Plan

- Elizabeth McDonald
- LAC March 11 2014
Goal I

Build, preserve, and support collections that meet the needs of present and future library users.

1. Support new acquisitions for each department on campus by actively communicating with departments through liaisons.
   - 4 librarians with liaison duties
Goal I

Build, preserve, and support collections that meet the needs of present and future library users.

- 5. Preservation and Special Collections will explore and identify potential additions to the University Libraries Digital Repository.
- d. In partnerships among the Library Information Systems, Preservation and Special Collections, and Cataloging departments develop and enhance the linkages between the ULDR and the public catalog interface to improve bibliographic and physical access to these collections.
  - Created records for NAAPA, Church collection, Press Scimitar Morgue file, Commercial Appeal files
    » Involved a lot of research
  - Working on records for the collections themselves
Goal I
Build, preserve, and support collections that meet the needs of present and future library users.

- 6. Develop a plan to catalog our special collections and archival materials by 2016.
  - To be worked on
- 7. Develop a plan to incorporate more microform records into the catalog by 2018.
  - To be worked on
- 11. Develop a plan for an environmentally viable and secure storage facility to accommodate lesser used materials in support of our roles as a research library and the Regional Depository for Federal Documents for the state of Tennessee.
  - Department needs to be involved in this.
Goal I

- Even though not a bullet point. Our daily work contributes to this goal at all times.
Goal II
Develop, explore, and implement new information technologies and resources that contribute to the success of the Libraries.

- None of the 5 objectives currently apply
Goal III

Develop and implement strategies that maximize the effectiveness of the Libraries’ integrated library system (ILS).

• 1. Annually review available features of the ILS that are available, focusing on those that have not been fully utilized. Prioritize the features to implement. Assess the success or failure of new implementations on an annual basis.

  – The department head works closely with the ILSAC and systems librarian on system features and with the enhancement process.
Goal III
Develop and implement strategies that maximize the effectiveness of the Libraries’ integrated library system (ILS).

- 3. Make currently underrepresented materials (eBooks, microforms, streaming media, etc.) findable through the catalog.
  - a. Process and load all remaining, previously obtained record sets into the catalog by the end of calendar year 2015.
    - Department worked on standards for the records. What fields needed to be looked at etc. Worked with the ILSAC librarian on processing these loads.
    - Librarians review the loads
    - Currently without an ILSAC librarian
    - Chinese collection working with the Dean on
Goal III
Develop and implement strategies that maximize the effectiveness of the Libraries’ integrated library system (ILS).

- 4. Assure that Libraries staff has the skills necessary to do their jobs efficiently and take advantage of available ILS features.
  – Ongoing
- 6. Identify database maintenance projects of a concrete scope; create a plan for executing these projects in a timely fashion.
  – There are a number of these. Current cataloging is a priority
- 7. Make finding aids and other special collections resources available online through ILS resources.
  Under discussion with Gerald
- 9. Maintain an upgrade and enhancement schedule for the ILS software.
  – The department regularly participates in this process
Goal IV
Develop, promote, and deliver instructional services and resources to meet changing user needs.

- 1. Offer library instruction sessions and resources that meet the needs of library users and enhance the information fluency of students and faculty of the University.
  - Departmental faculty participate in instruction
- 8. Promote programs through Libraries liaisons with their University departmental counterparts
  - Departmental faculty are liaisons
- 12. Develop LibGuides, videos, and other how-to resources.
  - Departmental faculty have worked on libguides.
- 20. Continue to participate in events such as Ask Me!, the Student Health Fair, Transfer and Commuter Student Information Fair, and the like.
  - Departmental staff regularly volunteer for these events.
Goal V

Invest in Libraries personnel to enhance their abilities to provide excellent customer service along with appropriate Libraries services and resources.

3. Develop, conduct, sponsor, or coordinate training and staff development opportunities for University Libraries’ personnel on an annual basis to ensure essential competencies for all Libraries personnel in appropriate areas of responsibility.
   - a. Arrange for a cataloging workshop for all employees when the RDA comes out.
   - We have had webinars
   - Rachel and Linde did a FRBR workshop
Goal VI

Collaborate with other units of the University, the urban community, the professional community, and the region to improve access to information resources.

3. Continue to develop and nurture faculty-liaison relationships in order to encourage communication between departments and the University Libraries.
   - Librarians are liaisons
Goal VII
Create and implement marketing and development plans that will enhance the visibility, image and the resource base of the University Libraries.

• Non of the 9 objectives currently apply